

SECRET

4 September 1964

MEMORANDUM FOR : Mr. Kirkpatrick *LJK*

SUBJECT : Report of Cable Secretariat Operations from 1-31 Aug '64

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 52,845 items for August broken down as follows:

Comparison with 1963 Monthly Average

		<u>Over</u>	<u>Under</u>
CIA IN cables	24,124	26%	
CIA OUT cables	6,995		.0007%
Miscellaneous	4,043	30%	
Non-CIA cables	<u>17,683</u>	<u>34%</u>	
Total work units	52,845	22%	

b. From 1 January 1964 thru 31 August 1964 the Cable Secretariat processed 229,420 CIA IN/OUT cables which is 10% more than the number of CIA IN/OUT cables (208,411) processed during the same period in 1963.

c. 1,672 or 3% of all cables processed were furnished to the Director as compared to 1,152 or 2.5% for July 1964.

2. Personnel

a. During August we lost four more people reducing our personnel strength to ■ 10 persons short of our ceiling of ■. During the month we lost two cable analysts (one transferred to WH and one resigned) and two Clerk Typists (one transferred to EE and the other, ■ died on 28 August 1964). Offsetting our losses we gained one Clerk Typist. The Office of Personnel is still continuing to do all they can to fill our vacancies. With the workload continuing to rise I do not know how much longer we can live with this situation and do our work effectively. As stated in previous reports most of our clerical vacancies are needed for the night shifts. This is where we have a real problem placing people.

GROUP 1
Excluded from automatic
downgrading and
declassification

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2. b. On 21 August [REDACTED] was given a Merit Award with a \$100 emolument for his outstanding production on the multilith machine.

3. General

a. At the invitation of the Office of Communications I attended the Message Automatic Exchange (MAX-1) demonstration put on by the Collins Radio Company. I was very impressed with advances made in message handling and with the degree to which message handling can be automated, insofar as communications are involved. I believe that we in the Cable Secretariat can automate our logging and control functions, and am awaiting completion of a study being made for us by the Office of Computer Services.

b. We are somewhat pressed to keep up with our work and have cut corners whenever possible. For example, we have dispensed almost completely with typing, and are hand-printing dissemination symbols. This has, I believe, been of assistance to us in improving our processing time and we will probably continue to hand-print symbols. What we need is clerical personnel for 4-12 and midnight shifts.

c. With reference to the memo sent by [REDACTED] Director of Budget, Program Analysis and Manpower, dated 28 August 1964, subject: "Quarterly Economy Reports", I can at the moment see no area in which we can effect a reduction in manpower or costs. Frankly, I believe we are doing extremely well to keep up with demands. Our people are a bit over-taxed right now. Possibly the use of some form of computer (estimated cost \$50,000) may make our job easier, but if it does it certainly doesn't appear that it will compensate for the fairly predictable 10% increase per year in workload. In summary, all of the savings which might otherwise accrue to us as a result of improved procedures is more than taken up by increased workload.

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[REDACTED]

Y Cable Secretary

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